

City of South Bend
Administration & Finance Policy Manual



3.3 Cellular Telephone Policy

Effective: June 1, 2010

-
- Purpose:** This policy defines the cellular telephone policy of the City of South Bend.
- Scope:** This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.
- Responsibility:** This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.
- Effective Date:** This policy is effective June 1, 2010.
-

1.0 Policy Statement

The City of South Bend recognizes that cellular phone access can be a valuable tool in completing assigned tasks and facilitates communication within or between city departments and with the public. The city cell phone policy is designed to facilitate this communication.

2.0 City Paid Allowance for Cellular Telephone Service

City employees may qualify for a city paid monthly allowance for reimbursement of personal cellular telephone service, where the nature of the employee's job dictates the use of a personal cellular telephone service enhances the completion of job related tasks.

The applicable Department Head will be the responsible party to determine whether the employee's job responsibilities qualify for a city paid cellular telephone service allowance.

3.0 City Paid Allowance

The amount of allowance reimbursed by the city will be determined by the Controller and the Purchasing Manager, and may be altered from time to time based on expected employee cellular telephone usage and other factors.

The employee allowance will be reimbursed monthly to the employee through payroll wages and will subject the employee to taxable earnings.

City of South Bend
Administration & Finance Policy Manual

4.0 City Authorized Cellular Telephone Service

The city may also determine that certain city employee classifications may qualify for use of a city owned cell phone. The following applications will be provided cellular telephone service at city expense:

- Data connection within the water and waste water utility units,
- Data connection within the Emergency Medical Service unit (EMS),
- Code Enforcement Inspectors,
- Public Safety employees
- Cell phones that utilize the “direct connect” feature only

5.0 Personal Use of City Authorized Cellular Telephone Service

City employees are not authorized to use City provided cellular telephones for personal telephone calls.

6.0 Reimbursement for Cellular Service for non allowance employees

Employees not receiving a pre approved allowance may request reimbursement for the cost of city business cellular telephone calls. Reimbursement will be limited to overage time charge as billed by the service provider and will not include reimbursement for monthly service plan charges.

7.0 Forms for Use Authorizing Cellular Telephone Reimbursement

Form 3.3.1 “Cellular Service Allowance Request” is used to request a monthly cellular service allowance for an employee. Form is completed by the supervisor and must be approved by the Department Head.

Form 3.3.2 “Cell Phone Allowance Authorization” form is used to advise the employee the amount of the monthly allowance authorized by the Controller.

Form 3.3.3 “Cellular Device Request” form is used to request a city owned cellular device such as a cell phone, air card for data transmission (SCADA – EKGs), or pager. The form is completed by the supervisor and approved by the Department Head.